MODEL I / MODEL III

ACCOUNTS PAYABLE

CAT. NO.
26-1554

Radio Shack TRS-80 SOFTWARE ™

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875-9186

Accounts Payable System

Radio Shack ®

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Introduction

One of the most important tasks in any accounting department is monitoring the flow of cash into payable accounts. Some invoices should be paid immediately to take advantage of discounts. Other invoices may be held for longer periods of time. The Radio Shack Accounts Payable System (APS) will help you watch all vendor accounts and invoices, so that you may keep as much cash on hand as possible, while retaining good credit.

The APS will print checks, cash requirements, aging reports, and totals for posting to your company's General Ledger. The APS will help you decide when to write your checks for maximum discount, and how those checks will affect your cash position.

An Overview of APS

After you "Set Up" the Accounts Payable System, daily operations will consist of: entering, selecting, and posting invoices, printing checks, and adding new vendor accounts.

Once a month, you will do "End of Period Processing". This function prints a report for posting to your General Ledger. At the end of each year, the system will update each vendor's status automatically. (Reports and summaries can be printed at any time.)

Required Equipment

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Model I:

    TRS-80 16K Level II Keyboard
    TRS-80 16K Expansion Interface
    Two TRS-80 Disk Drives*
    TRS-80 Line Printer capable of printing 80 columns per line and Printer
        Cable
    TRS-80 Video Monitor

Model III:

    TRS-80 32K Model III with Two Disk Drives*
    TRS-80 Line Printer capable of printing 80 columns per line and Printer
        Cable

*Three Disk Systems will raise the capacity to 500 Vendor Accounts and 2000 Invoices (48K required).

Features of the APS

1. Complete General Ledger Recap after End of Period Processing.

2. Prints checks suitable for mailing.

3. Automatic updating of vendor records.

4. Prints the following reports:

    Complete or Selected Vendor Listing

    Complete or Selected Invoice Listing

    Complete or Selected Posting Report

    General Ledger Recap Report

    General Ledger Code Listing

    Check Preview

    Check Register

    Cash Requirement Report

    Complete or Selected Invoice Listing by Aging

    Discounts Lost Report

    Year End Report

5. Compatible for use with either Cash or Accrual Accounting Method.

6. Easy access to vendor accounts for editing, deleting, or printing.

Storage Capacity

Before you can enter data, you will be asked to choose which of three Storage Capacity Options is best suited to your needs. Once you choose the storage capacity option, you cannot decrease the capacity. If you wish to increase the storage capacity later, follow the instructions in Appendix E.

Two Disk System Options:

1. 75 Vendor Accounts and a total of 1500 Invoices.

2. 200 Vendor Accounts and a total of 1000 Invoices.

Three Disk System Option:

3. 500 Vendor Accounts and a total of 2000 Invoices. (48K required)

General Ledger Code Numbers

The Radio Shack Accounts Payable System uses General Ledger "Code Numbers" to keep track of your accounts. You will assign each of your accounts to one of these Code Numbers (GLC's) by entering your firm's General Ledger account numbers (up to four digits). You can also enter a five letter abbreviation for the account description. For example: "MERCH" could be your abbreviation for "MERCHANDISE".

If your company has General Ledger account numbers larger than four digits, you might want to use the four most significant numbers. For example: you could change 23001 to 2301 or 3001.

Consider using Radio Shack's General Ledger, Catalog No. 26-1552, in conjunction with APS since it is designed for four digit GL account numbers.

Setting Up APS

Before you begin using the Accounts Payable System, you should make copies (Backup) of your Program Diskettes. Program and Setup Diskettes have been included for both the Model I and Model III. Keep your original Program Diskettes in a safe place. You must also prepare (Format) a Data Diskette which will be used to store your vendor accounts and invoices. An unformatted Data Diskette has been included in this package to be used for your Model I or Model III computer.

If you are not familiar with Backup and Format functions, refer to Appendices A and B (at the back of this manual) for instructions.

The APS "Set Up" diskette is used to enter information about your company into the computer. After the "Set Up" is complete, you will run "APS" every time you use the system. (If you need to modify your company data, the APS "Set Up" program has a built-in "Modification" option.)

Caution: You may not run "Initial" Set Up again. If you do, you will lose all your information.

Follow these steps in setting up the Accounts Payable System:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2. Insert the Backup of the APS "Set Up" Diskette in Drive #$\emptyset$ and close the door.

3. Insert the formatted Data Diskette in Drive #1 and close the door. (If you are using a three drive system for more capacity, place another formatted Data Diskette in Drive #2.)

4. Press the Reset button on your computer.

5. The screen will show: You type:

    DOS READY (Model I)   B A S I C and press ENTER

    TRSDOS Ready (Model III)   B A S I C and press ENTER

    HOW MANY FILES?   Press ENTER

    MEMORY SIZE?   Press ENTER

    READY_   R U N "S E T U P" and press ENTER

The screen will show:

```
        TRS-80 ACCOUNTS PAYABLE SYSTEM
                SETUP PROGRAM



            (I) N I T I A L   S E T U P

            (M) O D I F I C A T I O N



    ENTER SELECTION --> _
```
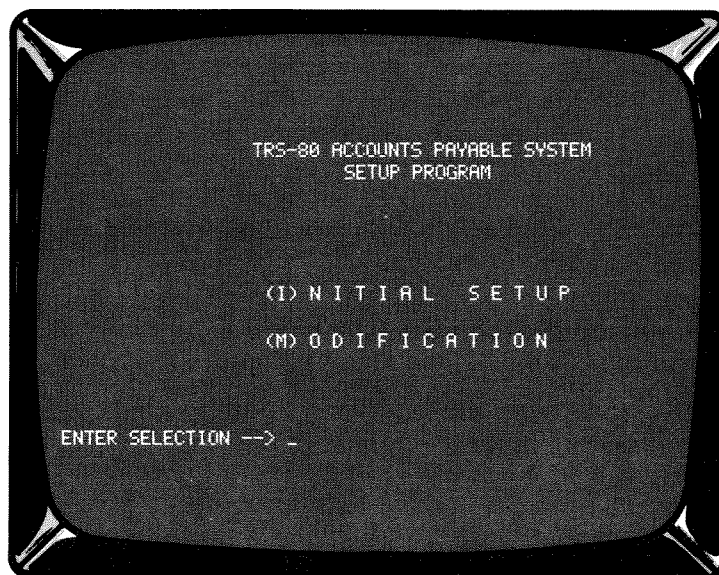
This is the Initial Set Up, so press [I] .

You will now enter information about your company. Type the information as it is requested by the program. The small blocks indicate the amount of space available for each entry. If you make a mistake, use the [←] key to backspace and make the correction.

Press [ENTER] , after you finish each line. Most entries in the APS program will require you to press [ENTER] after you type information. If, however, you are just answering a Y/N question, or selecting functions, you simply press the appropriate key — the TRS-80 will do the rest.

The last question is:

    (C)ASH OR (A)CCRUAL ACCOUNTING? _ _ _ _

With Accrual, you only need to post your General Ledger entries at the end of the month. With the Cash method, you will post every time you print checks.

Press [C] or [A] , depending on which method your company uses.

The screen will show your Current Company Data. Check everything carefully. If there is an error, you will be able to correct it later. Press [ENTER] to continue.

The screen will show:

ASSIGNMENT OF GENERAL LEDGER CODES (GLC)

GLC: 1 & 2 ACCOUNTS PAYABLE (A/P)   GL ACCOUNT #: _ _ _ _

GLC 1 and 2 are the General Ledger "Code Numbers" (GLC's) for "Accounts Payable". Code #1 is for Debits, Code #2 for Credits. You don't have to concern yourself with the Debit/Credit part — APS will keep it straight. Just enter your General Ledger "Accounts Payable" account number. The account number you enter cannot exceed 4 digits. If your Company's account numbers are larger than 4 digits, use the most significant portion of the number. (These two codes are used internally by APS.)

The computer will ask you to enter General Ledger account numbers for "Cash" (General Ledger Code #3) and "Purchase Discounts" (General Ledger Code #4).

The next 96 GLC numbers are optional. You may assign each of these "codes" a General Ledger account number, and a five letter abbreviated account description.

Your firm should already have General Ledger accounts for Cash, Purchases, Purchase Discounts, Sales Taxes, Shipping Charges, and various other categories. (Others that might be useful with this system include Refunds Receivable and Purchase Returns.) Later when adding invoices, all you do is enter the General Ledger code.

By using General Ledger Codes, the activity for a General Ledger account is accumulated, and current totals can be printed. At the end of the period, all totals can easily be posted to the proper General Ledger accounts.

When you've finished entering General Ledger Codes, type ⊟⒈ for GL ACCOUNT NUMBER and press [ENTER] .

The screen will show:

WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

At this point, you can printout a record of your General Ledger Codes, General Ledger Account Numbers, and General Ledger Account Descriptions. You'll need them for reference when you enter invoices.

Note: If you ever need to add more accounts, use the Modification option.

Setting Up APS (continued)

How Many Customers and Transactions .

You can select the "APS Storage Capacity" option you wish to use.

The screen will show:

```
            APS STORAGE CAPACITY OPTIONS


1 - 75 VENDOR ACCOUNTS / 1500 INVOICES/MONTH
      (2 DISK SYSTEMS)

2 - 200 VENDOR ACCOUNTS / 1000 INVOICES/MONTH
      (2 DISK SYSTEMS)

3 - 500 VENDOR ACCOUNTS / 2000 INVOICES/MONTH
      (3 DISK SYSTEMS)


SELECT 1, 2 OR 3 ---> _
```
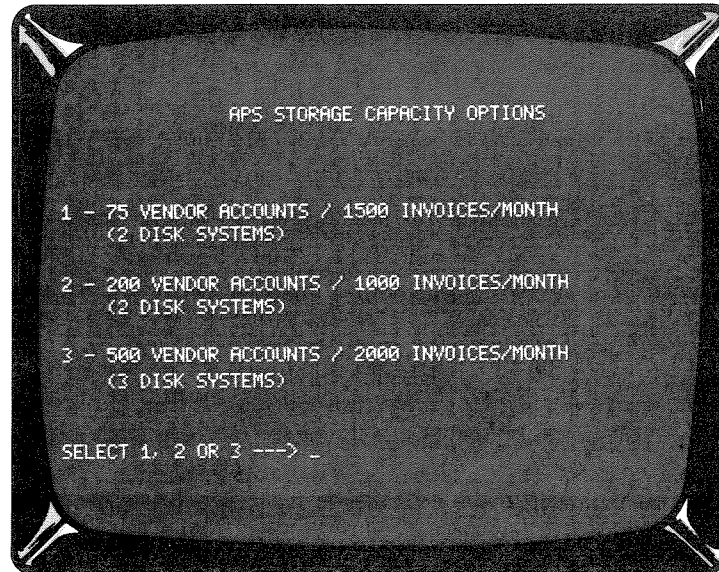
Press the number of the option you wish to use. Two disk users may increase the Storage Capacity at a later time by adding a third Disk Drive. For more information, see Appendix E.

Password Protection

The screen will show:

ENTER YOUR PASSWORD _ _ _ _

Use of password will insure that only authorized personnel can gain access to the Accounts Payable records. If your company does not require a secured APS, press [ENTER] . Press [ENTER] from then on whenever PASSWORD is requested.

Your password can be up to eight characters. It can be a combination of letters and numbers, but the first character must be a letter. Press [ENTER] after typing the last letter.

Note: This is the only time the password will appear on the screen exactly as typed. From this point on, the password will appear as a series of number signs # # # # # # # whenever you type it.

WARNING:
REMEMBER YOUR PASSWORD. IF YOU FORGET THE PASSWORD, YOU MAY NEVER SEE YOUR ACCOUNTS PAYABLE RECORDS AGAIN.

The TRS-80 will ask:

ARE ALL ENTRIES CORRECT? (Y/N)

If you made a mistake while entering any of the preceding information, press [N] for No.

The screen will show your Current Company Data. Check to see if there are any errors. Press [ENTER] to continue.

You may now change any of the Company Data. Type in the new line, and press [ENTER]. If the line is OK as it is, just press [ENTER]. The information will stay the same, and you will move on to the next line.

Once again, you will see the Current Company Data. Press [ENTER] to continue.

Revision of GLC's

You may now make revisions to the General Ledger Codes.

Notice a small menu of options at the bottom of the screen. This is what each one does:

(S)EARCH —	Press [S]. This option lets you locate any GLC's you have entered. Type the GLC number, and press [ENTER]. The computer will find the GLC and display it, along with your GL Account Number and GL Name (Abbreviation).
(P)REVIOUS —	Press [P]. This option lets you step back to the Previous GLC in numerical order. When you reach the first GLC, you will see the message, THIS IS THE FIRST GLC.
(N)EXT —	Press [N]. This option lets you step to the Next GLC in numerical order. When you reach the last GLC, you will see the message, THIS IS THE LAST GLC.
(A)DD —	Press [A]. This option lets you add new GLC's. The center of the screen will show the next sequential GLC. Type the GL Account Number you wish to assign, and press [ENTER]. Type the Account Name (Abbreviation) and press [ENTER].

Setting Up APS (continued)

(E)DIT —   Press E. This option allows you to change the
                            information for the GLC shown in the center of the
                            screen. Press [ENTER] if no change or type the new GL
                            Account Number, and press [ENTER]. Again just press
                            [ENTER] if no change or type the new GL Name and
                            press [ENTER].

(@) EXIT —   Press @ . The screen will show:

        WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

If you press Y, you will receive a printout of the GLC's.

The screen will display the APS Storage Capacity Options. Press the number of the
option you wish to use. Enter your Password once again.

The screen will show:

   ARE ALL ENTRIES CORRECT? (Y/N)

If you press Y, the computer will store the Setup data. If you press N, you will
go back and make more corrections. Press Y.

The screen will show:

   STORING SETUP DATA

Important: Once you have stored the Setup data, you may not run the Initial Setup
again. If you do, you will lose all of your information!

If you ever need to make a change in your Setup Data, you may do so only after
End of Period Processing. Insert the APS Setup Diskette in Drive #∅, type
R U N " S E T U P " , and press [ENTER] . Press M for Modification. Type your
password. The procedure is the same as making your previous corrections.

You are now ready to use the APS program. If you wish to start entering your
vendors, remove the Set Up diskette from Drive ∅, insert the Backup copy of the
APS Program diskette in Drive #∅, and close the door. You will start on the
following page at step 6.

If you plan to enter the vendors later, remove the diskettes and place them in their
protective sleeves. Shut off the computer. When you are ready to use APS, you
will start on the following page.

Running APS

Follow these steps in **exact** order:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2. Insert the APS Backup Program Diskette in Drive #∅ and close the door.

3. Insert the formatted Data Diskette in Drive #1 and close the door. If you have a three-drive system, insert another formatted Data Diskette in Drive #2 and close the door.

4. Press the Reset button on your computer.

5. **The screen will show:**   **You type:**

   DOS READY (Model I)   B A S I C and press ENTER

   TRSDOS READY (Model III)   B A S I C and press ENTER

   HOW MANY FILES?__   Press ENTER

   MEMORY SIZE?__   Press ENTER

6. **The screen will show:**

   READY__

   Type: R U N " A P S " and press ENTER

The screen will show:

   ENTER CORRECT DATE (MM/DD/YY):

Enter today's date*: (Example: ∅1/∅1/81) The date will appear on the screen with the question:

   IS THIS CORRECT? (Y/N)

Press Y or N . If you press N (No), you will be able to correct the date. If you press Y (Yes), the system will ask you to enter your password. Type in your password carefully. A # symbol will appear on the screen for each character of the password. (If your Password is eight characters in length, you will not have to press ENTER , the computer will automatically read it.) Press ENTER after you type in the last letter.

*Model III Users: The date you entered at TRSDOS will appear on the screen.

If you make a mistake in typing, the screen will show:

INVALID PASSWORD*

The system will ask you again for the password. Type it in carefully. When the password is correct, you will see the message INITIALIZING. The program will then search for all the stored information and display the Main Menu:
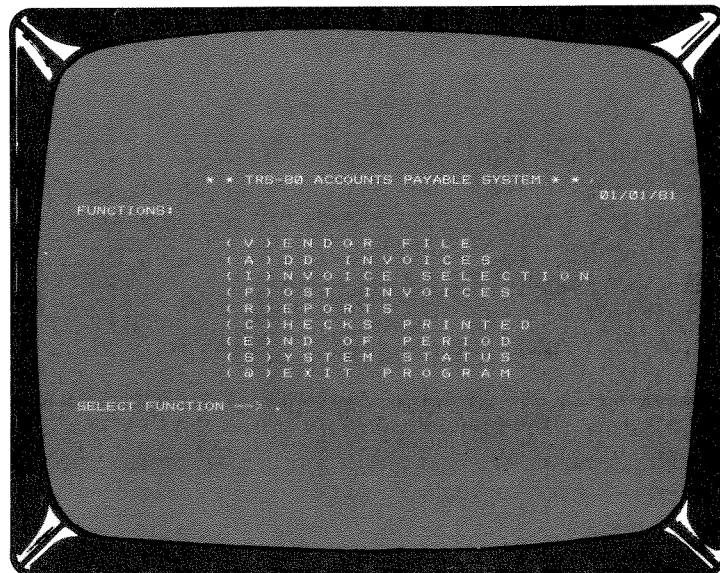
This is the Main Menu. A menu is like a table of contents for a program.

You select a function by pressing the appropriate key (the letter in parenthesis). We want to add Vendors now, so press Ⓥ for Vendor File.

Vendor File

At the bottom of the screen you will see a menu of options:

(A)DD	(S)EARCH	(P)REVIOUS	(N)EXT
(E)DIT	(H)ARD COPY	(D)ELETE	(@) EXIT TO MENU

Checks Printed

When you are ready to print checks for your posted invoices, press Ⓒ at the Main Menu.

The screen will show:
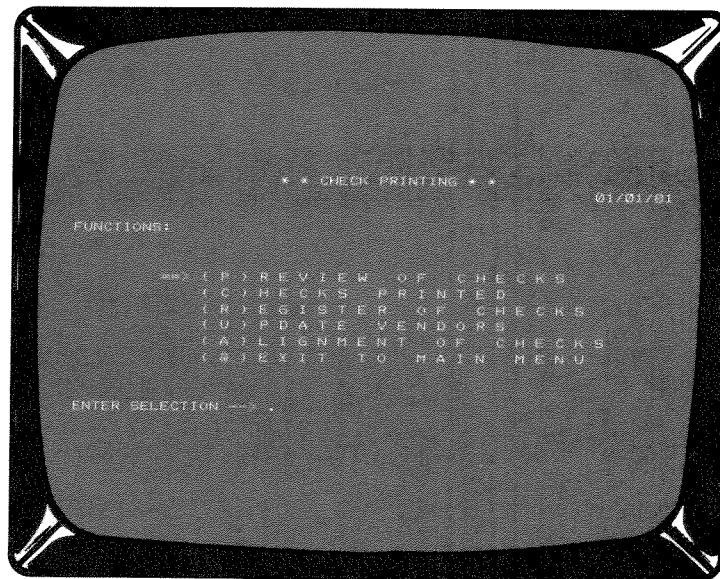
An arrow is pointing to the first option, Preview of Checks. You must select this option before you print your checks.

Press Ⓟ.

The screen will show:

    PRINT BY: (V)ENDOR NAME OR (N)UMBER LISTING ? (V/N)_

The option you select will determine how your checks and check register will be printed.

Press Ⓥ or Ⓝ.

You will receive a printout of all vendors and amounts for checks that may be printed.

You will return to the Check Printing Menu.

Checks Printed (continued)

Examine the Check Preview Report closely for any negative numbers. If a vendor owes you money, it will appear on the Preview as a negative balance. You should return to Invoice Selection and exclude that vendor, then print the preview for Selected Vendors. No checks will be printed for the excluded vendors, and the balance will be carried forward.

If you are ready to print your checks, you should first align the checks in the printer. Press Ⓐ.

The screen will show:

(H)ORIZONTAL ALIGNMENT

(V)ERTICAL ALIGNMENT

(S)AMPLE CHECK PRINTED

(@) EXIT TO CHECK MENU

Press Ⓗ for Horizontal Alignment of checks. The printer will print this message.

I CENTER THE I'S ON THE PERFORATIONS I

Make sure that the vertical perforations on the checks are aligned to lie in the middle of the I's.

Now, press Ⓥ for Vertical Alignment. This function will execute a top of form. Adjust the form vertically. Be sure that the bottom of the printer's ruler is lined up on the form.

Press Ⓢ to print a Sample Check. Make sure all alignments are correct. When you have finished, press @ to return to the Check Printing Menu.

Press Ⓒ for Checks Printed.

Type the number of your first check, and press ENTER .

After the checks have been printed, the screen will show:

DO YOU APPROVE OF THESE CHECKS AS PRINTED? (Y/N)_

If you press Ⓝ, you may start over. If you press Ⓨ, you will return to the Check Printing Menu.

Next, you must select the third option, Register of Checks. Press R. You must do this every time you print checks.

You will receive a printed record of your checks, including their amount. Keep this report for your records.

You may print as many copies of these Check Registers as you wish, by pressing R at the Check Printing Menu.

Update Vendors

Press U. This option automatically updates the vendors and gives you a Discount Lost and General Ledger report. If you are using the Cash Accounting Method, you will post these totals from the General Ledger report.

When the report has completed, you will return to the Check Printing Menu.

Press @ to return to the Main Menu.

End of Period

This function is found at the Main Menu and is used at the end of a period to:

1. Update all vendor accounts.

2. Clear the system of all General Ledger amounts.

Press the E key for the End of Period Processing Menu.

The screen will show:
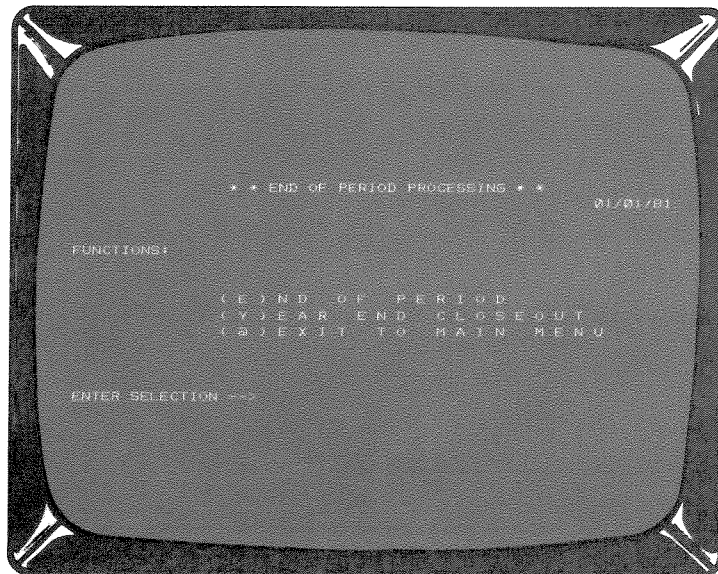
Press E to End the Period. You will receive a General Ledger Recap report of all active GL accounts. If you use the Accrual Method of Accounting, you will post this recap to your General Ledger.

When the printout has completed, you will return to the End of Period Processing Menu.

Year End Closeout

Press Ⓨ to End the Year. The computer will automatically update your vendors for the next year. You will receive a complete Vendor Listing and balance.

Note: Do not closeout the year before you do End of Period.

Your current balance will now become your beginning balance for the new year. It will be placed in Year to Date Purchases.

When printing has completed, you will return to the End of Period Processing Menu.

Press ⓐ and you will return to the Main Menu.

System Status

You can use this function at any time. It lets you inspect the current status of your company at a glance. Press Ⓢ for System Status at the Main Menu and a display (similar to the one below) will appear:

```
* * COMPANY STATUS * *
                                         01/01/81
XYZ COMPANY
1020 HILLSIDE DRIVE
FORT WORTH, TEXAS 76102

NUMBER OF VENDORS ........  10
                          INVOICES
     POSTED .............   0      SELECTED ............   0
     UNPOSTED ...........   0      HELD ................   0
     TOTAL ..............   0

AMOUNT PAYABLE .......       $0.00
(ACCRUAL ACCOUNTING METHOD)

PRESS @ TO EXIT -->
```
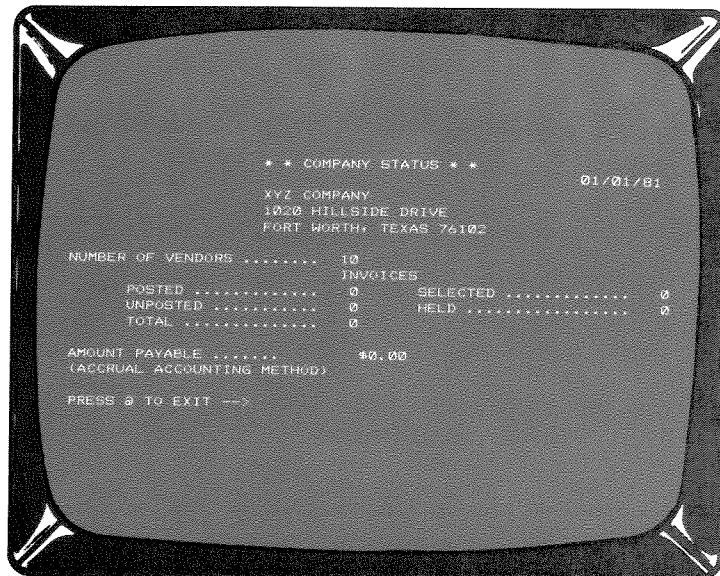
Press ⓐ and you will return to the Main Menu.

@ Exit Program

Press @ from the Main Menu to Exit from the program. Always use this command when you're finished using APS. This function automatically closes any files that might be open and makes sure that all changes have been properly recorded.

The @ Key (In General)

The @ key may be used either to restart a function or to Exit to the Main Menu. If you're entering data and you make a mistake, press @ to restart the function.

APS uses the @ key as an eraser for a variety of mistakes. Whenever it is easier to start over, rather than correct a number of errors, use the @ key. Pressing the @ key several times will take you to the start of the program quickly. Also, the @ key can be used to terminate many of the APS reports during printing.

How to Backup Your Diskettes

Use this procedure EXACTLY:

1) Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2) Insert a new, blank diskette in Drive # 1.

3) Close the Drive # 1 Door.

4) Insert the diskette you wish to copy in Drive # 0, and close the door.

5) Press the Reset button.

Model I:

The screen will show:	You type:
DOS READY	BACKUP and press ENTER
SOURCE DRIVE NUMBER?	0 and press ENTER
DESTINATION DRIVE NUMBER?	1 and press ENTER
BACKUP DATE (MM/DD/YY)?	01/01/81 and press ENTER (Example for January 1, 1981)
HIT 'ENTER' TO CONTINUE	Press ENTER and you will be returned to DOS READY.

Model III:

The screen will show:	You type:
ENTER DATE (MM/DD/YY)?	01/01/81 and press ENTER (Example for January 1, 1981)
ENTER TIME (HH:MM:SS)?	Press ENTER
TRSDOS READY	BACKUP :0 :1 and press ENTER
SOURCE DISK MASTER PASSWORD	PASSWORD and press ENTER

Note: If you are using a new disk, the system will Format the disk for you.

If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type Ⓨ and press ⟦ENTER⟧ for each question. When the process is done, the screen will show:

** Backup Complete **

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

1) Remove the original diskette from Drive # 0.

2) Take the Backup Diskette out of Drive # 1. Place the Backup copy in Drive # 0 and close the door.

3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2. Insert a diskette containing TRSDOS in Drive Ø. (The Program diskette in this package contains TRSDOS.)

3. Insert a blank diskette in Drive 1 and close the door.

4. Press the Reset button.

Model I:

The screen will show:	You type:
DOS READY	FORMAT press ENTER
WHICH DRIVE IS TO BE USED?	1 press ENTER
DISKETTE NAME?	DATA81 press ENTER
CREATION DATE (MM/DD/YY)?	01/01/81 press ENTER
MASTER PASSWORD?	PASSWORD press ENTER
DO YOU WANT TO LOCK OUT ANY TRACKS?	NO press ENTER
HIT ENTER TO CONTINUE	Press ENTER

Model III:

The screen will show:	You type:
TRSDOS Ready	FORMAT press ENTER
Format which Drive?	1 press ENTER
Diskette Name?	DATA81 press ENTER
Master Password?	PASSWORD press ENTER

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type Y and press ENTER . The computer will start formatting the disk in Drive #1.

After the disk is formatted, you will return to TRSDOS Ready. Remove the formatted disk from Drive #1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

Rotating Your Copies

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You should also save the diskettes that contain the last completed month.

Here's an example, using two extra diskettes:
The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

Day One   Day Two

Prog.   Copy Onto   Prog.   Copy Onto

[A]   ────▶   [C]   [C]   ────▶   [A]

Data   Copy Onto   Data   Copy Onto

[B]   ────▶   [D]   [D]   ────▶   [B]
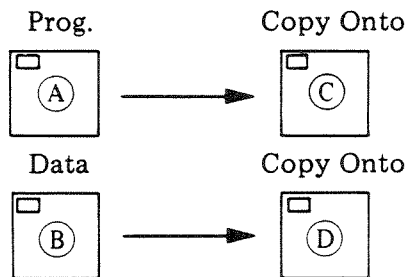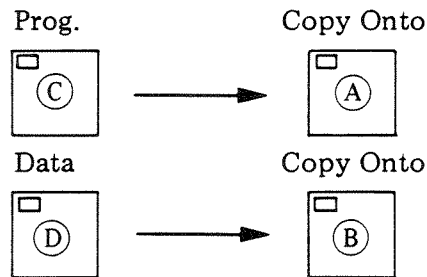
On the second day, you will take A and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last completed month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.

```
                              XYZ  COMPANY
                         GENERAL  LEDGER  CODES
==============================================================================
GLC       DESCRIPTION      ACCOUNT  #                          NOTES
==============================================================================
 1         A/P             1001
------------------------------------------------------------------------------
 2         A/P             1001
------------------------------------------------------------------------------
 3         CASH            1002
------------------------------------------------------------------------------
 4         PR DS           1003
------------------------------------------------------------------------------
 5         MERC1           1004
------------------------------------------------------------------------------
 6         OFSUP           1005
------------------------------------------------------------------------------
 7         MSC01           1006
------------------------------------------------------------------------------
 8         OFEQP           1007
------------------------------------------------------------------------------
 9         SLTAX           1008
------------------------------------------------------------------------------
10         SHPNG           1009
------------------------------------------------------------------------------
11         MSCFT           1010
------------------------------------------------------------------------------
12         PCRTN           1011
------------------------------------------------------------------------------
13         CRDIS           1012
------------------------------------------------------------------------------
```

Appendix D — Report 2-Complete Invoice Listing

```
                        COMPLETE INVOICE LISTING
                           AS OF 02/28/81
                                                                      PAGE 1
========================================================================
TYPE              REMARKS
VENDOR #          VENDOR NAME
INVOICE #         DUE DATE
INV DATE          DIS DATE      DISCOUNT AMOUNT      AMOUNT (GL NAME)      TOTAL
========================================================================
PURCHASE          UNPOSTED                           $87.50  (MSC01)
  1               GEORGIA OFFICE SUPPLY              $129.35 (MERC1)
  4593            03/21/81                           $0.00
02/19/81          03/01/81          $15.18 - 7%      $0.00                $216.85
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $147.35 (MERC1)
  1               GEORGIA OFFICE SUPPLY              $395.00 (OFEQP)
  3458-7          02/19/81                           $39.25  (SLTAX)
01/20/81          01/30/81          $30.00           $16.87  (MSCFT)      $598.47
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $813.29 (OFSUP)
  5               NEW PRODUCTS, INC.                 $43.95  (MSC01)
  323-81          03/24/81                           $0.00
02/22/81          03/04/81          $102.87 - 12%    $0.00                $857.24
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $185.60 (MERC1)
  12              MACKESON'S, INC.                   $328.47 (MSC01)
  6P384           03/27/81                           $943.95 (OFSUP)
02/25/81          03/07/81          $87.48 - 6%      $0.00                $1458.02
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $247.00 (MERC1)
  16              JEFFERSON & SON'S, LTD.            $123.77 (MSC01)
  4F38H           03/18/81                           $0.00
02/16/81          02/26/81          $18.54 - 5%      $0.00                $370.77
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $3469.75 (OFEQP)
  24              SAMSON MERCHANDISING               $34.70   (SLTAX)
  3J5870          02/23/81                           $45.00   (SHPNG)
01/24/81          02/03/81          $95.00           $0.00                $3549.45
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $4392.87 (OFEQP)
  31              STANDARD SUPPLIES, INC.            $144.00  (SLTAX)
  1327            11/23/80                           $47.83   (SHPNG)
10/24/80          00/00/00          $0.00            -$12.37  (CRDIS)     $4572.33
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $275.49 (MERC1)
  44              TAYLOR PRODUCTS                    $327.53 (OFSUP)
  53-27           03/02/81                           $0.00
01/31/81          02/10/81          $60.30 - 10%     $0.00                $603.02
------------------------------------------------------------------------
PURCHASE          POSTED                             $5981.36 (MERC1)
  59              JOSEPH DISTRIBUTING                $687.36  (OFSUP)
  659-47          01/01/81                           $0.00
12/02/80          12/12/80          $1000.31 - 15%   $0.00                $6668.72
------------------------------------------------------------------------
PURCHASE          UNPOSTED                           $295.00 (MSC01)
  59              JOSEPH DISTRIBUTING                $4.35   (SLTAX)
  H39-85          12/18/80                           $8.29   (MSCFT)
11/18/80          11/28/80          $25.00           $0.00                $307.64
------------------------------------------------------------------------
                                           SUB TOTAL:              $19202.51
```

Appendix D – Report 2-Complete Invoice Listing (continued)

```
                            COMPLETE INVOICE LISTING
                               AS OF 02/28/81
                                                              PAGE 2
===============================================================================
TYPE           REMARKS
VENDOR #       VENDOR NAME
INVOICE #      DUE DATE
INV DATE       DIS DATE    DISCOUNT AMOUNT       AMOUNT (GL NAME)        TOTAL
===============================================================================
PURCHASE       UNPOSTED                          $894.00 (MERC1)
   67          HAROLD DIVISION, INC.            $6384.92 (OFEQP)
   98419       10/29/80                            $8.43 (SLTAX)
09/29/80       10/09/80       $40.00              $19.75 (MSCFT)        $7307.10
-------------------------------------------------------------------------------
PURCHASE       UNPOSTED                          $495.50 (OFSUP)
   67          HAROLD DIVISION, INC.             $118.00 (MSC01)
   93510       03/04/81                            $0.00
02/02/81       02/12/81       $49.08 - 8%          $0.00               $613.50
-------------------------------------------------------------------------------
PURCHASE       UNPOSTED                          $635.89 (OFSUP)
   73          H. H. HOWARD, LTD.                $382.91 (MSC01)
   56937       01/28/81                            $0.00
12/29/80       01/08/81      $101.88 - 10%          $0.00              $1018.80
-------------------------------------------------------------------------------
END OF COMPLETE INVOICE LISTING                   TOTAL:            $28141.91
```

Appendix D – Report 3-Posting Report

```
                        POSTING REPORT # 2
                          AS OF 02/28/81
                                                                    PAGE 1
===================================================================================
TYPE            REMARKS
VENDOR #        VENDOR NAME
INVOICE #       DUE DATE
INV DATE        DIS DATE    DISCOUNT AMOUNT         AMOUNT (GL NAME)       TOTAL
===================================================================================
PURCHASE        POSTED                            $87.50 (MSC01)
 1              GEORGIA OFFICE SUPPLY            $129.35 (MERC1)
 4593           03/21/81                           $0.00
02/19/81        03/01/81        $15.18 - 7%        $0.00                  $216.85
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $147.35 (MERC1)
 1              GEORGIA OFFICE SUPPLY            $395.00 (OFEQP)
 3458-7         02/19/81                          $39.25 (SLTAX)
01/20/81        01/30/81        $30.00            $16.87 (MSCFT)          $598.47
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $813.29 (OFSUP)
 5              NEW PRODUCTS, INC.                $43.95 (MSC01)
 323-81         03/24/81                           $0.00
02/22/81        03/04/81        $102.87 - 12%      $0.00                  $857.24
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $185.60 (MERC1)
 12             MACKESON'S, INC.                 $328.47 (MSC01)
 6P384          03/27/81                         $943.95 (OFSUP)
02/25/81        03/07/81        $87.48 - 6%        $0.00                 $1458.02
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $247.00 (MERC1)
 16             JEFFERSON & SON'S, LTD.          $123.77 (MSC01)
 4F38H          03/18/81                           $0.00
02/16/81        02/26/81        $18.54 - 5%        $0.00                  $370.77
-----------------------------------------------------------------------------------
PURCHASE        POSTED                          $3469.75 (OFEQP)
 24             SAMSON MERCHANDISING              $34.70 (SLTAX)
 3J5870         02/23/81                          $45.00 (SHPNG)
01/24/81        02/03/81        $95.00             $0.00                 $3549.45
-----------------------------------------------------------------------------------
PURCHASE        POSTED                          $4392.87 (OFEQP)
 31             STANDARD SUPPLIES, INC.         $144.00 (SLTAX)
 1327           11/23/80                          $47.83 (SHPNG)
10/24/80        00/00/00        $0.00            -$12.37 (CRDIS)         $4572.33
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $275.49 (MERC1)
 44             TAYLOR PRODUCTS                  $327.53 (OFSUP)
 53-27          03/02/81                           $0.00
01/31/81        02/10/81        $60.30 - 10%       $0.00                  $603.02
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $295.00 (MSC01)
 59             JOSEPH DISTRIBUTING               $4.35 (SLTAX)
 H39-85         12/18/80                           $8.29 (MSCFT)
11/18/80        11/28/80        $25.00             $0.00                  $307.64
-----------------------------------------------------------------------------------
PURCHASE        POSTED                           $894.00 (MERC1)
 67             HAROLD DIVISION, INC.           $6384.92 (OFEQP)
 98419          10/29/80                           $8.43 (SLTAX)
09/29/80        10/09/80        $40.00            $19.75 (MSCFT)         $7307.10
-----------------------------------------------------------------------------------
                                              SUB TOTAL:            $19840.89
```

```
                         POSTING REPORT # 2
                          AS OF 02/28/81

                                                            PAGE 2
==================================================================
TYPE            REMARKS
VENDOR #        VENDOR NAME
INVOICE #       DUE DATE
INV DATE        DIS DATE     DISCOUNT AMOUNT     AMOUNT (GL NAME)         TOTAL
==================================================================
PURCHASE        POSTED                           $495.50 (OFSUP)
  67            HAROLD DIVISION, INC.             $118.00 (MSC01)
  93510         03/04/81                            $0.00
02/02/81        02/12/81        $49.08 - 8%         $0.00               $613.50
------------------------------------------------------------------
PURCHASE        POSTED                           $635.89 (OFSUP)
  73            H. H. HOWARD, LTD.               $382.91 (MSC01)
  56937         01/28/81                            $0.00
12/29/80        01/08/81       $101.88 - 10%        $0.00              $1018.80
------------------------------------------------------------------

                                                TOTAL:          $21473.19



                      GENERAL LEDGER INPUTS
                        AS OF 02/28/81

                                                            PAGE 3
==================================================================
ACCRUAL ACCOUNTING METHOD - DO NOT POST

                 DEBIT(+)                        CREDIT(-)
                 --------                        ---------

      1004 (MERC1)      +1878.79      1001 ( A/P )      -1878.79
      1005 (OFSUP)      +3216.16      1001 ( A/P )      -3216.16
      1006 (MSC01)      +1379.60      1001 ( A/P )      -1379.60
      1007 (OFEQP)     +14642.54      1001 ( A/P )     -14642.54
      1008 (SLTAX)       +230.73      1001 ( A/P )       -230.73
      1009 (SHPNG)        +92.83      1001 ( A/P )        -92.83
      1010 (MSCFT)        +44.91      1001 ( A/P )        -44.91
      1001 ( A/P )        +12.37      1012 (CRDIS)        -12.37

==================================================================
END OF POSTING REPORT # 2
```

49

Appendix D — Report 4-Complete Vendor Listings

```
===================================================================================
              VENDOR
NAME/ADDRESS/PHONE/CONTACT    VEND #      TRANSACTION SUMMARY           BALANCE
===================================================================================


GEORGIA OFFICE SUPPLY           1      YTD PURCH & CR        $1622.62
369 SUGAR LANE                         YTD PAYMENTS & DR      $807.30
LITTLE ROCK,, AR   69842               PRESENT BALANCE        $815.32        $815.32
PHONE  : 312-987-2666                  LAST PAYMENT           $807.30
CONTACT: GEORGE PHILLIPS               DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


NEW PRODUCTS, INC.              5      YTD PURCH & CR         $985.92
326 NORTH MAGNOLIA                     YTD PAYMENTS & DR      $128.68
DALLAS,, TX   76369                    PRESENT BALANCE        $857.24        $857.24
PHONE  : 214-555-9874                  LAST PAYMENT           $128.68
CONTACT: JOE JOHNSON                   DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


MACKESON'S, INC.               12      YTD PURCH & CR        $2029.27
569 NORTH TERRACEVIEW                  YTD PAYMENTS & DR      $571.25
DAYTON,, OH   59887                    PRESENT BALANCE       $1458.02       $1458.02
PHONE  : 324-391-5971                  LAST PAYMENT           $571.25
CONTACT: RONALD JACOBSON               DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


JEFFERSON & SON'S, LTD.        16      YTD PURCH & CR         $503.37
7896 LINCOLN AVE.                      YTD PAYMENTS & DR      $132.60
PHOENIX,, AZ   98566                   PRESENT BALANCE        $370.77        $370.77
PHONE  : 712-466-5632                  LAST PAYMENT           $132.60
CONTACT: JAMES T. JEFFERSON            DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


SAMSON MERCHANDISING           24      YTD PURCH & CR        $3669.30
366 BRUNSWICK LANE                     YTD PAYMENTS & DR      $119.85
DETROIT,, MI   26684                   PRESENT BALANCE       $3549.45       $3549.45
PHONE  : 531-895-3662                  LAST PAYMENT           $119.85
CONTACT: DARRYL PERKINS                DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


STANDARD SUPPLIES, INC.        31      YTD PURCH & CR        $5195.30
4569 NORTH BEACH STREET                YTD PAYMENTS & DR      $622.97
TULSA,, OK   56876                     PRESENT BALANCE       $4572.33       $4572.33
PHONE  : 613-566-5662                  LAST PAYMENT           $622.97
CONTACT: DON MITCHELL                  DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------


TAYLOR PRODUCTS                44      YTD PURCH & CR         $960.47
699 WEST DALWORTH                      YTD PAYMENTS & DR      $357.45
JUSTIN,, TX   79866                    PRESENT BALANCE        $603.02        $603.02
PHONE  : 817-987-6665                  LAST PAYMENT           $357.45
CONTACT: TONY MARLENO                  DATE OF LAST PAYMENT-01/01/81
-----------------------------------------------------------------------------------
```

Appendix D – Report 4-Complete Vendor Listing (continued)

```
                     COMPLETE VENDOR LISTING -- REPORT # 2
                             AS OF 02/28/81                           PAGE 2
(VENDOR NUMBER SEQUENCE)
========================================================================
           VENDOR
NAME/ADDRESS/PHONE/CONTACT      VEND #       TRANSACTION SUMMARY          BALANCE
========================================================================

JOSEPH DISTRIBUTING             59       YTD PURCH & CR       $6976.36\
658 BAILEY STREET                        YTD PAYMENTS & DR       $0.00
BALTIMORE,, MD  59998                    PRESENT BALANCE      $6976.36      $6976.36
PHONE  : 416-266-5985                    LAST PAYMENT            $0.00
CONTACT: JENNIFER SMITH                  DATE OF LAST PAYMENT-00/00/00
---------------------------------------------------------------------------

HAROLD DIVISION, INC.           67       YTD PURCH & CR       $8018.60
336 WEST PONDEROSA                       YTD PAYMENTS & DR      $98.00
DALLAS,, TX  76987                       PRESENT BALANCE      $7920.60      $7920.60
PHONE  : 214-268-2977                    LAST PAYMENT           $98.00
CONTACT: JACKIE NORMAN                   DATE OF LAST PAYMENT-01/01/81
---------------------------------------------------------------------------

H. H. HOWARD, LTD.              73       YTD PURCH & CR       $1227.90
5479 NORTH SYLVANIA                      YTD PAYMENTS & DR     $209.10
NEW YORK,, NY  47815                     PRESENT BALANCE      $1018.80      $1018.80
PHONE  : 518-269-6668                    LAST PAYMENT          $209.10
CONTACT: MARTHA CASHE                    DATE OF LAST PAYMENT-01/01/81
---------------------------------------------------------------------------

PAYABLES FOR THESE VENDORS:    $28141.91
THIS IS 100.00% OF   $28141.91(TOTAL PAYABLES).
========================================================================
END OF COMPLETE VENDOR LISTING REPORT # 2
```

Appendix D – Report 5-Cash Requirement

```
                        CASH REQUIREMENT - REPORT # 2
                            AS OF 02/28/81                         PAGE 1
==================================================================================
VEND    INVOICE    GROSS     ......DISCOUNT......     NET       DUE       TOTAL
 #        #        AMOUNT     DATE      AMOUNT        AMOUNT    DATE      FOR DATE
==================================================================================

 67    98419     $7307.10   10/09/80     $0.00      $7307.10   10/29/80   $7307.10

 31    1327      $4572.33   00/00/00     $0.00      $4572.33   11/23/80   $4572.33

 59    H39-85     $307.64   11/28/80     $0.00       $307.64   12/18/80    $307.64

 73    56937     $1018.80   01/08/81     $0.00      $1018.80   01/28/81   $1018.80

  1    3458-7     $598.47   01/30/81     $0.00       $598.47   02/19/81    $598.47

 24    3J5870    $3549.45   02/03/81     $0.00      $3549.45   02/23/81   $3549.45

 44    53-27      $603.02   02/10/81     $0.00       $603.02   03/02/81    $603.02

 67    93510      $613.50   02/12/81     $0.00       $613.50   03/04/81    $613.50

 16    4F38H      $370.77   02/26/81     $0.00       $370.77   03/18/81    $370.77

  1    4593       $216.85   03/01/81    $15.18*      $201.67   03/21/81    $201.67

  5    323-81     $857.24   03/04/81   $102.87*      $754.37   03/24/81    $754.37

 12    6P384     $1458.02   03/07/81    $87.48      $1370.54   03/27/81   $1370.54

==================================================================================
TOTALS:          $21473.19                $205.53                        $21267.66

       ( * - SIGNIFIES THAT A DISCOUNT IS WITHIN 5 DAYS OF BEING LOST )
==================================================================================
END OF  CASH REQUIREMENT REPORT # 2
```

Appendix D – Report 6-Selected Aged Accounts

```
=========================================================================================
VEND #
VENDOR NAME
  INV #   INV DATE  DUE DATE   CURRENT DUE    1-30 DAYS   31-60 DAYS   OVER 60 DAYS
=========================================================================================
```

VEND # / VENDOR NAME / INV #	INV DATE	DUE DATE	CURRENT DUE	1-30 DAYS	31-60 DAYS	OVER 60 DAYS
1						
GEORGIA OFFICE SUPPLY						
4593	02/19/81	03/21/81	$216.85			
3458-7	01/20/81	02/19/81		$598.47		
TOTAL :		$815.32	$216.85	$598.47	$0.00	$0.00
5						
NEW PRODUCTS, INC.						
323-81	02/22/81	03/24/81	$857.24			
TOTAL :		$857.24	$857.24	$0.00	$0.00	$0.00
12						
MACKESON'S, INC.						
6P384	02/25/81	03/27/81	$1458.02			
TOTAL :		$1458.02	$1458.02	$0.00	$0.00	$0.00
16						
JEFFERSON & SON'S, LTD.						
4F38H	02/16/81	03/18/81	$370.77			
TOTAL :		$370.77	$370.77	$0.00	$0.00	$0.00
24						
SAMSON MERCHANDISING						
3J5870	01/24/81	02/23/81		$3549.45		
TOTAL :		$3549.45	$0.00	$3549.45	$0.00	$0.00
31						
STANDARD SUPPLIES, INC.						
1327	10/24/80	11/23/80				$4572.33
TOTAL :		$4572.33	$0.00	$0.00	$0.00	$4572.33
44						
TAYLOR PRODUCTS						
53-27	01/31/81	03/02/81	$603.02			
TOTAL :		$603.02	$603.02	$0.00	$0.00	$0.00
59						
JOSEPH DISTRIBUTING						
H39-85	11/18/80	12/18/80				$307.64
TOTAL :		$307.64	$0.00	$0.00	$0.00	$307.64
67						
HAROLD DIVISION, INC.						
98419	09/29/80	10/29/80				$7307.10

Appendix D — Report 6-Selected Aged Accounts (continued)

```
                     SELECTED AGED ACCOUNTS PAYABLE  -  REPORT # 3
                              AS OF 02/28/81                              PAGE 2
================================================================================
VEND #
VENDOR NAME
  INV #   INV DATE   DUE DATE   CURRENT DUE    1-30 DAYS   31-60 DAYS  OVER 60 DAYS
================================================================================
  67
HAROLD DIVISION, INC.        (CONTINUED)
  93510   02/02/81   03/04/81       $613.50
                                 -----------  -----------  -----------  -----------
        TOTAL :   $7920.60       $613.50        $0.00        $0.00     $7307.10


  73
H. H. HOWARD, LTD.
  56937   12/29/80   01/28/81                                $1018.80
                                 -----------  -----------  -----------  -----------
        TOTAL :   $1018.80        $0.00        $0.00     $1018.80        $0.00

--------------------------------------------------------------------------------
COMPANY TOTAL :                 $4119.40     $4147.92     $1018.80    $12187.07
================================================================================
END OF SELECTED AGED ACCOUNTS PAYABLE REPORT # 3
```

```
                          CHECK PREVIEW
                            02/28/81
                                                            PAGE  1
=====================================================================================
VENDOR NAME                      VEND #

      INV #      INV DATE      DUE DATE      GROSS AMT     DISCOUNT       NET AMT
=====================================================================================
GEORGIA OFFICE SUPPLY             1

      4593       02/19/81      03/21/81       $216.85       $15.18       $201.67
      3458-7     01/20/81      02/19/81       $598.47        $0.00       $598.47
                                                                       ----------
                                             VENDOR SUBTOTAL:           $800.14

NEW PRODUCTS, INC.                5

      323-81     02/22/81      03/24/81       $857.24      $102.87       $754.37
                                                                       ----------
                                             VENDOR SUBTOTAL:           $754.37

MACKESON'S, INC.                 12

      6P384      02/25/81      03/27/81      $1458.02       $87.48      $1370.54
                                                                       ----------
                                             VENDOR SUBTOTAL:          $1370.54

JEFFERSON & SON'S, LTD.          16

      4F38H      02/16/81      03/18/81       $370.77        $0.00       $370.77
                                                                       ----------
                                             VENDOR SUBTOTAL:           $370.77

SAMSON MERCHANDISING             24

      3J5870     01/24/81      02/23/81      $3549.45        $0.00      $3549.45
                                                                       ----------
                                             VENDOR SUBTOTAL:          $3549.45

STANDARD SUPPLIES, INC.          31

      1327       10/24/80      11/23/80      $4572.33        $0.00      $4572.33
                                                                       ----------
                                             VENDOR SUBTOTAL:          $4572.33

TAYLOR PRODUCTS                  44

      53-27      01/31/81      03/02/81       $603.02        $0.00       $603.02
                                                                       ----------
                                             VENDOR SUBTOTAL:           $603.02

JOSEPH DISTRIBUTING              59

      H39-85     11/18/80      12/18/80       $307.64        $0.00       $307.64
                                                                       ----------
                                             VENDOR SUBTOTAL:           $307.64

HAROLD DIVISION, INC.            67

      98419      09/29/80      10/29/80      $7307.10        $0.00      $7307.10
      93510      02/02/81      03/04/81       $613.50        $0.00       $613.50
                                                                       ----------
                                             VENDOR SUBTOTAL:          $7920.60

H. H. HOWARD, LTD.               73

      56937      12/29/80      01/28/81      $1018.80        $0.00      $1018.80
                                                                       ----------
                                             VENDOR SUBTOTAL:          $1018.80
=====================================================================================
                                             TOTAL:                   $21267.66
```

Appendix D — Report 8-Check Register

```
                            CHECK REGISTER # 2
                  FOR CHECKS FROM   1009 TO    1018
                                02/28/81                            PAGE  1
=============================================================================
CHECK #              VEND #       VENDOR NAME

       INV #         INV DATE     DUE DATE         NET AMT              CHECK AMT
=============================================================================
 1009                 1           GEORGIA OFFICE SUPPLY

       4593          02/19/81     03/21/81         $201.67  DISCOUNT
       3458-7        01/20/81     02/19/81         $598.47                $800.14

 1010                 5           NEW PRODUCTS,  INC.

       323-81        02/22/81     03/24/81         $754.37  DISCOUNT      $754.37

 1011                12           MACKESON'S,  INC.

       6P384         02/25/81     03/27/81        $1370.54  DISCOUNT     $1370.54

 1012                16           JEFFERSON & SON'S, LTD.

       4F38H         02/16/81     03/18/81         $370.77                $370.77

 1013                24           SAMSON MERCHANDISING

       3J5870        01/24/81     02/23/81        $3549.45               $3549.45

 1014                31           STANDARD SUPPLIES, INC.

       1327          10/24/80     11/23/80        $4572.33               $4572.33

 1015                44           TAYLOR PRODUCTS

       53-27         01/31/81     03/02/81         $603.02                $603.02

 1016                59           JOSEPH DISTRIBUTING

       H39-85        11/18/80     12/18/80         $307.64                $307.64

 1017                67           HAROLD DIVISION, INC.

       98419         09/29/80     10/29/80        $7307.10
       93510         02/02/81     03/04/81         $613.50               $7920.60

 1018                73           H. H. HOWARD, LTD.

       56937         12/29/80     01/28/81        $1018.80               $1018.80

=============================================================================
END OF CHECK REGISTER # 2                                 TOTAL:   $21267.66
```

```
                          DISCOUNT LOST REPORT
                              02/28/81
                                                              PAGE  1
==================================================================================
VENDOR NAME                      VEND #

     INV #        INV DATE    DIS DATE    DUE DATE      GROSS AMT    DISCOUNT LOST
==================================================================================
GEORGIA OFFICE SUPPLY             1
     3458-7       01/20/81    01/30/81    02/19/81       $598.47          $30.00
                                                                      ------------
                                              VENDOR SUBTOTAL:           $30.00

JEFFERSON & SON'S, LTD.          16
     4F38H        02/16/81    02/26/81    03/18/81       $370.77          $18.54
                                                                      ------------
                                              VENDOR SUBTOTAL:           $18.54

SAMSON MERCHANDISING             24
     3J5870       01/24/81    02/03/81    02/23/81      $3549.45          $95.00
                                                                      ------------
                                              VENDOR SUBTOTAL:           $95.00

TAYLOR PRODUCTS                  44
     53-27        01/31/81    02/10/81    03/02/81       $603.02          $60.30
                                                                      ------------
                                              VENDOR SUBTOTAL:           $60.30

JOSEPH DISTRIBUTING              59
     H39-85       11/18/80    11/28/80    12/18/80       $307.64          $25.00
                                                                      ------------
                                              VENDOR SUBTOTAL:           $25.00

HAROLD DIVISION, INC.            67
     98419        09/29/80    10/09/80    10/29/80      $7307.10          $40.00
     93510        02/02/81    02/12/81    03/04/81       $613.50          $49.08
                                                                      ------------
                                              VENDOR SUBTOTAL:           $89.08
H. H. HOWARD, LTD.               73
     56937        12/29/80    01/08/81    01/28/81      $1018.80         $101.88
                                                                      ------------
                                              VENDOR SUBTOTAL:          $101.88
==================================================================================
                                                       TOTAL:          $419.80
```

```
                        GENERAL LEDGER REPORT # 2
                            AS OF 02/28/81
                                                              PAGE  1
==================================================================================
ACCRUAL ACCOUNTING METHOD -- DO NOT POST

                    DEBIT(+)                        CREDIT(-)
                    --------                        ---------

        1001 ( A/P )        +21267.66      1002 (CASH )        -21267.66
        1001 ( A/P )          +205.53      1003 (PR DS)          -205.53

                    NET A/P:    +21473.19
==================================================================================
END OF GENERAL LEDGER REPORT # 2
```

Appendix D – Report 10-General Ledger Recap

```
                        GENERAL LEDGER RECAP
                     END OF PERIOD REPORT # 2
                            02/28/81
                                                              PAGE  1
=======================================================================
ACCRUAL ACCOUNTING METHOD - POST TO GENERAL LEDGER

               DEBIT(+)                         CREDIT(-)
               --------                         --------

     1001 ( A/P )      +21267.66      1002 (CASH )      -21267.66
     1001 ( A/P )        +205.53      1003 (PR DS)        -205.53
     1004 (MERC1)       +1878.79      1001 ( A/P )       -1878.79
     1005 (OFSUP)       +3216.16      1001 ( A/P )       -3216.16
     1006 (MSC01)       +1379.60      1001 ( A/P )       -1379.60
     1007 (OFEQP)      +14642.54      1001 ( A/P )      -14642.54
     1008 (SLTAX)        +230.73      1001 ( A/P )        -230.73
     1009 (SHPNG)         +92.83      1001 ( A/P )         -92.83
     1010 (MSCFT)         +44.91      1001 ( A/P )         -44.91
     1001 ( A/P )         +12.37      1012 (CRDIS)         -12.37
                      ----------                       ----------
          TOTAL:      +42971.12           TOTAL:       -42971.12

                   NET A/P          +0.00
=======================================================================
END OF GENERAL LEDGER RECAP - REPORT # 2
```

58

Increasing Storage Capacity

This version of APS has a feature which allows you to increase the Storage Capacity by adding a third Disk Drive, even if you started your system with two. (Remember, if you originally set up APS with Storage Capacity Option 1, you should not choose Option 2.) To perform this operation, use the following procedure:

1. Insert the Setup diskette in Drive 0 and the Data diskette in Drive 1. Type R U N " S E T U P " and press ENTER .

2. Leave the Setup diskette in Drive 0. Since you are selecting the 500 Vendor, 2000 invoice option you must place a formatted diskette in Drive 2 before proceeding. Select Modification Mode to change Storage Capacity. If you select Initialization Mode, all former data will be destroyed.

3. After completing the Storage Capacity change, insert the APS Program diskette when instructed, and type R U N " A P S " and press ENTER.

Note: Remember that the Three Drive Option requires a 48K computer.

Sample Printed Check

XYZ COMPANY				REMITTANCE ADVICE	No. 1009

INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
4593	02/19/81	03/21/81	$216.85	$15.18	$201.67
3458-7	01/20/81	02/19/81	$598.47	$0.00	$598.47
02/28/81	TOTALS ⟶		$815.32	$15.18	$800.14

DETACH CHECK BEFORE DEPOSITING

02/28/81

No. 1009

DOLLARS	CENTS
$ ******800.14	

PAY: EIGHT HUNDRED DOLLARS AND 14/100

TO THE
ORDER
OF   GEORGIA OFFICE SUPPLY
       369 SUGAR LANE
       LITTLE ROCK,   AR   69842

AUTHORIZED SIGNATURE

TRINITY FORMS CO.

NO. ONE FORMS DRIVE
CARROLLTON, TEXAS 75006

(214) 242-2123
(800) 492-5232 - TEXAS
(800) 527-0625 - NATIONAL

TRS-80™ FORMS ORDER

DESIGNED FOR USE ON TRS-80™ MODEL I AND III WITH CATALOG SOFTWARE NO. 26-1554
* TRS-80 IS A REGISTERED TRADEMARK OF RADIO SHACK.

YOUR COMPANY NAME, ANY TOWN, U.S.A. ⑦   REMITTANCE ADVICE ⑥ No. 1001

INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
456-23	12/24/79	01/23/80	$100.31	$10.03	$90.28
143-18	08/23/79	09/22/79	$38.40	$0.00	$38.40
01/01/80		TOTALS →	$138.71	$10.03	$128.68

DETACH CHECK BEFORE DEPOSITING

01/01/80

YOUR COMPANY NAME
123 ANY STREET
ANY TOWN, U.S.A. 12345

ANY BANK
ANYWHERE, USA ⑩

③ ②   ④ No. 1001

DOLLARS   CENTS
$ ******128.68

PAY ONE HUNDRED TWENTY-EIGHT DOLLARS AND 68/100

TO THE ORDER OF NEW PRODUCTS, INC.
326 NORTH MAGNOLIA
DALLAS   TX   76369

⑨ YOUR COMPANY NAME
⑧ _____
AUTHORIZED SIGNATURE

⑤   ⑩
ⅠⅠ⁝100 ⅠⅠⅠ⁝ ⁝123456 7⁝ ⅠⅠ⁝00000000 ⅠⅠⅠ

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED TO 55% OF ACTUAL SIZE.

EXAMPLE OF A PRINTOUT IS SHOWN.

BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION.
WE WILL PRINT YOUR CUSTOM LOGO FOR AN ADDITIONAL CHARGE. YOU MUST FORWARD CAMERA READY ARTWORK.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. WE WILL NOTIFY YOU BEFORE PRODUCING YOUR ORDER.

PRICES EFFECTIVE APRIL 1981

ACCOUNTS PAYABLE CHECK

FORM NAME			
FORM NUMBER	APC-1-1	APC-1-2	APC-1-3
NUMBER OF PARTS	ONE	TWO	THREE
PAPER SPECS	PART 1 = 24 LB. WHITE MICR BOND	PART 1 = 26 LB. WHITE CARBONLESS 2 = 15 LB. CANARY "	PART 1 = 26 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "
IMPRINTED BASE PRICES 500	$ 84.00	$121.00	$143.00
1,000	91.00	149.00	185.00
2,000	144.00	263.00	340.00

ADDITIONAL SIZES	SIZE: 9½ x 7 (7½ x 7 DETACHED) INK COLORS: LIGHT BLUE AND BLACK
	IMPRINTING: BLACK INK; BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION

ENVELOPES FORM NO. ENV-3 1,000	$ 95.00	ENVELOPE SPECS: CHECK FITS INTO A 7¾ x 3-5/8 SPECIAL WINDOW ENVELOPE WITH AN INSIDE TINT.
2,000	154.00	
3,000	213.00	

ENVELOPES FORM NO. ENV-23 1,000	56.00	ENV-23 CHECK FITS INTO A SPECIAL DOUBLE WINDOW ENVELOPE WITH AN INSIDE TINT.
2,000	98.00	
3,000	140.00	

- CONSULT FACTORY FOR CUSTOM PRINTING IF ANY SPECIFICATIONS ARE DIFFERENT THAN ABOVE.
- SHIPPED UPS OR COMMON CARRIER; FREIGHT PAID.
- SALES TAX MUST BE ADDED AS REQUIRED BY LAW FOR TEXAS RESIDENTS.

FORM NO. 10-105

TRINITY FORMS COMPANY

NO. 1 FORMS DRIVE
CARROLLTON, TEXAS 75006
(800) 527-0625 (214) 242-2123

CUSTOM FORMS ORDER

ORDER DATE	PHONE NUMBER		PURCHASE ORDER NO.
	( )		

SIGNATURE, ALL DATA BELOW VERIFIED TO BE CORRECT:

MAILING ADDRESS:

NAME

SHIP TO: (WE CANNOT SHIP TO A POST OFFICE BOX.)
NAME

STREET/P.O. BOX

STREET

CITY	STATE	ZIP	CITY	STATE	ZIP

COMPUTER MAKE AND MODEL	PRINTER MAKE AND MODEL	SOFTWARE: NAME & NUMBER

1	FORM NUMBER	FORM NAME	NO. OF PARTS	QUANTITY

2 HEADING, INSERT THE HEADING IMPRINT LINES. (COMPLETE HEADING MAY BE INCLUDED IN THE LOGO (SEE #3).

PRICES

BASE PRICE

3 CUSTOM LOGO

☐ NO   ☐ YES (You must forward CAMERA READY ARTWORK.)

LOGO CHARGE

4 NUMBERING. Do you want your checks numbered?

☐ NO   ☐ YES Starting No. _____

N/C

NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY

5 CONSECUTIVE MICR NUMBERS. (Sample voided check or MICR spec. sheet required.)

☐ NO   ☐ YES (We will start with the number listed in #4 above.)

MICR CHECK NUMBERING CHARGE

6 CHECK STUB NUMBERED.

☐ NO   ☐ YES (We will start with the number listed in #4 above.)

N/C

7 CHECK STUB PRINTED WITH NAME, CITY, & STATE. (WE WILL PRINT THE SAME INFORMATION IN #2 ABOVE UNLESS SPECIFIED OTHERWISE.)

☐ NO   ☐ YES

N/C

8 EXTRA SIGNATURE LINE. (Base form has one line.)

☐ NO   ☐ YES

N/C

9 SIGNATURE LINE NAME. (We will print the heading name unless noted below.)

☐ NO   ☐ YES

N/C

10 BANK AND MICR NUMBERS.   You must submit either a sample voided check if the information is still correct or a bank furnished MICR spec. sheet.

BANK NAME: ACCOUNT NO.

N/C

11 ADDITIONAL INSTRUCTIONS AND CHARGES:

☐ _____

☐ _____

FORMS TOTAL

$

12	ENVELOPES	FORM NO.	QUANTITY	ENVELOPES PRINTED	(WE WILL PRINT THE SAME INFORMATION IN NO. 2 ABOVE UNLESS SPECIFIED OTHERWISE)	ENVELOPES
	☐ NO ☐ YES			☐ NO ☐ YES		$

FORM NO. 11-10

SUB TOTAL	
TAX	
TOTAL	
AMOUNT ENCLOSED	

A. USE ONE ORDER FORM FOR EACH SEPARATE FORM ORDERED.
B. ATTACH CHECK FOR PAYMENT AND FORWARD WITH THIS ORDER FORM.
C. RETAIN A COPY OF THIS ORDER FOR YOUR RECORDS.

FOR FACTORY USE ONLY

W SALE	12	ENV SALE	SUB TOTAL	TAX AMT	TOTAL	CIA AMT	CIA INV	FREIGHT	CODE	P.O. NO.	SALE ORD. #

RADIO SHACK ᵀᶜ A DIVISION OF TANDY CORPORATION

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

TANDY CORPORATION

AUSTRALIA	BELGIUM	U. K.
280-316 VICTORIA ROAD RYDALMERE, N.S.W. 2116	PARC INDUSTRIEL DE NANINNE 5140 NANINNE	BILSTON ROAD WEDNESBURY WEST MIDLANDS WS10 7JN